IV.   **ROLE OF THE NORTH CAROLINA SOCIAL SERVICES COMMISSION**

The Social Services Commission is responsible for adopting rules that pertain to the Subsidized Child Care (SCC) Program. Rules concerning the approval of child care programs that participate in the subsidy program, client eligibility and parental fees, and rates paid to child care providers participating in the SCC Program can also be established by the Social Services Commission unless stipulated in law or the annual appropriations act.

V.   **ROLE OF THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES**

The Department of Health and Human Services (DHHS) is the parent agency of the Division of Child Development and Early Education (DCDEE). The Secretary of Health and Human Services has the authority to establish, define, and identify all services to be funded with subsidized child care funds. The Secretary may establish priorities for the reallocation of funds as well as adopt rules regarding contracting procedures.

VI.   **ROLE OF THE DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION**

The Division of Child Development and Early Education was formed within the Department of Health and Human Services to regulate early childhood services for all children in North Carolina and to oversee the SCC Program and the North Carolina Pre-Kindergarten (NC Pre-K) Program. DCDEE issues policy for the provision of child care services, prepares required reports related to the expenditure of state and federal funds and monitors for program and fiscal compliance.

DCDEE also develops, implements, and coordinates initiatives that address improving the quality and increasing the availability of child care and enhancing the lives of families in North Carolina. These initiatives include programs that offer child care resource and referral, school-age child care services, and the inclusion of children with special needs. In addition DCDEE staff:

Collaborates with the North Carolina Partnership for Children in the administration and implementation of the Smart Start Program.

Sections in DCDEE that impact the SCC Program are listed below.

A. **Subsidy Services Section - (919) 662-4561**

The Subsidy Services Section administers the allocation and reallocation of child care subsidy funds through funding authorizations and contracts. Staffs

are responsible for developing, implementing, and interpreting policy for the SCC Program. Policy is made available to county departments of social services and other LPA's through this manual, policy change notices, section letters, administrative letters, and memoranda.

1.   Policy Consultants

      Policy Consultants are responsible for developing and writing policy. In addition, they implement contract procedures for services related to the SCC Program and for reporting information pertaining to subsidized services statewide to the Department of Health and Human Services and to the NC General Assembly. Policy Consultants also provide policy interpretations and guidance to families, child care providers, and staff from DCDEE, DSS and other agencies.

2.   Data Managers

      Data Management staff approve licensed and G.S. 110-106 child care providers for participation in the (SCC) Program and provide technical assistance to LPA's and providers about payment rate issues.

3.   Subsidy Services Consultants

      Subsidy Services Consultants provide technical assistance and training to LPA's, local Smart Start partnerships and licensed child care centers and homes regarding regulations and policies for the SCC Program. They participate in subsidy monitoring visits to LPA's, licensed child care centers and family child care homes.

4.   Program Compliance Consultants

      Program Compliance Consultants provide technical assistance and consultation to LPAs regarding fraud and overpayment cases and respond to audit requests. They notify DCDEE Regulatory staff of any investigations initiated by the LPA for suspected fraud or misuse of funds. Program Compliance Consultants are also responsible for taking the lead on the monitoring visits to LPA's.

B. Regulatory Services Section - (919) 662-4499

The Regulatory Services Section licenses and approves child care facilities in accordance with laws and rules established by the North Carolina General Assembly, the Child Care Commission, and the Social Services Commission.

Other responsibilities of the Regulatory Services Section are to:

1.   Provide technical assistance and training to providers.

2.   Investigate complaints in cooperation with the local DSS regarding child care arrangements, including those alleging abuse or neglect.

3.   Ensure all local and state fire, building, and sanitation inspections are met before a facility receives a license.

4.   Monitor all regulated child care arrangements for compliance with licensing requirements.

5.   Monitor any requests for changes in ownership for facilities that are being investigated for suspected fraud or misuse of funds in the SCC Program.

The Regulatory Services Section also administers a website that displays statewide data on all regulated child care arrangements, which is used by parents seeking child care services and providers and professional agencies who need information on the availability and accessibility of child care. Refer to http://ncchildcaresearch.dhhs.state.nc.us/search.asp for more information.

C. Administration Section - (919) 662-4535

Staff in the Administration Section work with Subsidy Services Section staff to determine child care allocations and the process for reversions and reallocations. The role of the Administration Section is to:

1. Execute the contracts issued by DCDEE.

2. Prepare and manage the budget for the SCC Program.

3. Track expenditures for state and federal funding.

4. Report data pertaining to subsidized child care as required by federal funding regulations.

5. Disperse child care forms to counties as requested.

6. Manage and maintain the Subsidized Child Care Reimbursement System (SCCRS).

D. Workforce Standards Section – (919) 662-4567

Criminal Records Check Unit – (919) 773-2856

The Child Care Workforce Standards Section supports statutory and administrative procedures requirements for the child care workforce in North Carolina. The role of the Child Care Workforce Standards Section is to:

1. Issue credentials and determine equivalency status for teaching and administrative staff in all regulated child care facilities.

2. Process and report criminal records check information on child care providers. Refer to and Chapter 16: Approval and Enrollment Procedures for Licensed Facilities for more information on criminal records checks.

3. Develop and implement statewide educational strategies for the child care workforce.

4. Implement In-Service Training rules for the child care workforce across the state.

5. Provide funding and technical assistance to child care resource and referral agencies across the state.

6. Coordinate effective communication in response to requests to the Division website (www.ncchildcare.net) and assist with administration of NC Institute for Early Childhood Professional Development website (www.ncchildcare.org) that displays information on professional development for child care teachers and administrators.

7. Develop and implement statewide strategies to promote workforce development that supports the Star Rated License and higher quality of child care.

VII.   ROLE OF THE COUNTY DEPARTMENT OF SOCIAL SERVICES

State statute designates the county department of social services (DSS) as the local purchasing agency to administer the SCC Program. DSS may choose to delegate this responsibility to another agency through contractual agreement. The agency that administers the SCC Program at the county level is referred to as the LPA in this manual. If the county DSS administers the subsidy program, the agency is referred to as the LPA. If the county DSS contracts with private nonprofit/for profit agencies such as the local child care resource and referral agency, then that agency is the LPA. In such cases, **the contracting agency assumes the same responsibilities that the DSS has in administering the SCC Program which are described as follows.**

A. Service Provision

Service provision includes: